

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
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	<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
	<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
	<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
	<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b> FYI - Forwarded this to the Director to follow up on secretarial/clerical group's recommendation that a secretarial/clerical MAG be created. The Director approved, but encouraged Mr. Blake to let him know if he had any thoughts on the matter. (I had discussed this with Barbara Cooper and routed it through Mr. Blake.) It is now on hold in Mr. Blake's office.			
STAT <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>			<b>DATE</b>
Deputy Executive Secretary			1 Dec 77
UNCLASSIFIED		CONFIDENTIAL	SECRET

Executive Registry

77-10247

25 November 1977

MEMORANDUM FOR: Director of Central Intelligence

VIA : Acting DDCI

SUBJECT : Creation of a Secretarial/Clerical  
Management Advisory Group

1. Action Requested: That you approve the attached memorandum to Agency components requesting nominations for a new Secretarial/Clerical Management Advisory Group.

2. Background: I understand you approved establishing such a group in your 19 October meeting with secretarial/clerical representatives.

STAT

Deputy Executive Secretary

Attachment:  
Memo

APPROVED:

\_\_\_\_\_  
Director of Central Intelligence

\_\_\_\_\_  
Date

Distribution:

STAT      Orig - DCI  
          1 -   
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Executive Registry

77-10247/1

MEMORANDUM FOR: Acting Deputy to the DCI for  
the Intelligence Community  
Director of National Foreign  
Assessment Center  
Deputy Director for Operations  
Acting Deputy Director for Administration  
Deputy Director for Science and Technology  
Administrative Officer, DCI

FROM : Deputy Executive Secretary

SUBJECT : Secretarial/Clerical Management Advisory Group

1. During the Director's 19 October meeting with a representative group of secretarial and clerical employees, he authorized the establishment of an Agency Secretarial/Clerical Management Advisory Group.

2. The group will identify and address issues relevant to secretarial/clerical employees and comment on those already identified by management.

3. NFAC, DDO, DDA, and DDS&T are requested to nominate three representatives each for the new MAC group, two for a one-year tour and one for a 9-month tour. We would also like two nominations from the DCI Area and one from the IC Staff for one-year tours.

4. Nominees should be at least at the GS-06 level, have two years of Agency experience, have a genuine concern and understanding for issues of interest both to secretarial/clerical employees and senior management, and be capable of making a substantial contribution to the group. Nominees should be able to attend monthly meetings and be willing to devote some personal time to the group's endeavors.

5. In selecting participants, please try to represent various grade levels and the diverse secretarial/clerical elements in your components, such as secretary-stenos, senior secretaries, technicians, intelligence assistants, etc.

6. Nominations should be forwarded by 16 December.

STAT

Deputy Executive Secretary  
Room 7E-13, Hqs.

STAT

Distribution:

Orig - Acting D/DCI/IC

1 - Each as above

1

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